



EDUCATIONAL SERVICE DISTRICT 112

2500 NE 65 Avenue, Vancouver, WA 98661 | T 360 750 7500 F 360 750 9796 TDD 360 750 7510

Counties
Clark
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Klickitat
Pacific
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Superintendent
Tim Merlino

MEMORANDUM

To: School District, Superintendents

Cc: School District Chief Financial Officers
District Student Transportation Supervisors
ESD 112 DOL Third Party Examiners

From: Gavin Hottman, Chief Financial Officer
Rodney D. McKnight, Regional Transportation Coordinator

Date: July 19, 2016

Subject: CDL Skills Testing Fee

Effective July 1, 2016, RCW 46.25.060 significantly increases commercial driver Licensing test fees, with the exception of the school bus driver skills test examination fee, which remains unchanged. This most recent revision permits a commercial driver applicant to retest at no cost, in the event of an initial skills test failure.

The RCW affords driver applicants a free retest without generating any revenue to pay examiners. Consequently, ESD 112 is electing to discontinue accepting skills test fees from individual driver applicants (effective August 1) and is instead offering school districts an opportunity to enter into a contractual agreement wherein districts will pick up the cost of skills testing services. Districts that contract for their transportation services should share this memorandum with their contractor and invite the contractor to also enter into a contractual agreement wherein the contractor will pick up the cost of the skills testing services.

Although many testing scenarios were evaluated, the above scenario appeared to best meet the needs of school districts, our examiners, and our industry. Testing at local Licensing Services Offices could be problematic with lengthy wait times. Testing with independent examiners can work in some situations, however, it is likely that most independent testers will put school bus driver applicants at the "end of the line", since those tests generate the least revenue.

An unsigned agreement accompanies this communicate. Hopefully, you will join with us in helping us sustain a workable and sustainable service for our industry and the students we serve.



SERVICES AGREEMENT
FISCAL YEAR 2016-2017

EDUCATIONAL SERVICE DISTRICT NO. 112

2500 NE 65th Avenue
Vancouver, WA 98661-6812

Parties to the Agreement:

Educational Service District No. 112, hereinafter referred to as "ESD", and Lake Stevens School District No. 4, 12309 22nd Street NE, Lake Stevens WA 98258, hereinafter referred to as the "District".

DOL CDL SKILLS TESTING

The purpose of this Agreement is to contract for delivery of Department of Licensing (DOL) Commercial Driver License (CDL) Skills Testing Services under Washington State standards.

Contract Number: 17122-108

Fee: \$110 per individual tested

Contract Period

Initial Term Starts: At Signing Date

Renewal Terms

Contract shall remain in force unless amended or terminated under §4 and §5, respectively.

This Agreement consists of this signature page and **Exhibit A, Terms & Conditions**. Signed versions of this Agreement transmitted by facsimile copy or electronic mail shall be the equivalent of original signatures on original versions.

IN WITNESS WHEREOF, the District and ESD have executed this Agreement on the date and year indicated below.

LAKE SCHOOL DISTRICT

AUTHORIZED SIGNATURE:

A handwritten signature in black ink, appearing to read "AB Cook".

DATE:

8/8/16

EDUCATIONAL SERVICE DISTRICT NO 112

AUTHORIZED SIGNATURE

A handwritten signature in black ink, appearing to read "J. Muel".

DATE:

8/12/16

ESD INFORMATION

RLV ACCT NO. 7081 81 762

DIST APPROVAL

BUDGET APPROVAL

SIGN DATE & RETURN TO:

Internal Accounting
Educational Service District No. 112
2500 NE 65th Avenue, Vancouver WA 98661
Email: districtcontracts@esd112.org

**EXHIBIT A
TERMS & CONDITIONS**

1. The District is contracting with ESD for delivery of Washington Department of Licensing (DOL) Commercial Driver License (CDL) Class B and C skills testing for new school bus driver applicants of the District. The provision of educational, instructional or specialized services is provided to improve student learning or achievement, offered under the authority granted in the Interlocal Cooperation Act, RCW 39.34.080 and provisions that authorize educational service districts and school districts to contract with each other for services, specifically 28A.310.010, 28A.310.180, 28A.310.200, 28A.320.080 and 28A.320.035.
2. The District shall:
 - 2.1 Provide Driver Applicant with preparatory commercial driver knowledge and skills training in concert with DOL commercial licensing criteria as delineated in the latest revision of the DOL's Commercial Driver Guide (www.dol.wa.gov)
 - 2.2 Assist Driver Applicant in completing all applicable written DOL CDL general knowledge, school bus knowledge and applicable endorsement tests at a DOL Licensing Services Office (LSO) www.dol.wa.gov as part of the DOL School Bus Driver Licensing process.
 - 2.3 Purchase ESD skills test "Control Number" (no refunds) through ESD Regional Transportation as a prerequisite to scheduling initial skills test or scheduling a retest, if applicable. Control Numbers must be purchased by the District; ESD Control Numbers cannot be purchased by the Driver Applicant.
 - 2.4 Assist Driver Applicant in obtaining a Skills Test Results Form from a LSO
 - 2.5 Assist Driver Applicant in scheduling skills testing with an ESD-DOL Certified Third Party Examiner
 - 2.6 Provide Driver Applicant a test-appropriate school bus (licensed and insured) for skills testing in accordance with applicable driver license class, endorsements and restrictions as delineated in the latest revision of the DOL's Commercial Driver Guide (www.dol.wa.gov)
 - 2.7 Accompany the Driver Applicant to the skills testing site in accordance to prior scheduling arrangements made with the ESD-DOL Certified Third Party Examiner.
 - 2.8 If applicable, District may request "Control Number" transfer from one Driver Applicant to another Driver Applicant in the event the first Driver Applicant drops out of training or fails to show for skills testing (ESD will not issue refunds).
 - 2.9 If applicable, District may recover initial skills test fee from the Driver Applicant in accordance with District policy and procedures and RCW 46.25.060, which allows applicant one retest.
3. ESD shall:
 - 3.1 Invoice the District in the amount of \$110 per individual tested as services are delivered as requested terms in Section 2 above. Invoices shall include the name(s) of individuals tested. ESD shall not or receive skills test fees directly from Driver Applicants (see Sections 2.3 and 2.8).

- 3.2 Issue District and/or Driver Applicant an ESD Test Control Number authorizing an ESD-DOL Certified Third Party Examiner to administer a skills test to a Driver Applicant.
 - 3.3 Instruct DOL-Certified Third Party Examiners not to administer any skills test to any Driver Applicant in the absence of an ESD issued Control Number.
 - 3.4 Provide District with Evidence of Insurance Coverage for negligent acts, including blanket contractual liability coverage (**does not cover the test vehicle or vehicle related liability**).
 - 3.5 Upon request, provide school districts or state certified driver instructors a listing of ESD-DOL Third Party Examiners.
 - 3.6 Comply with all applicable local, state and federal licensing requirements necessary to the performance of the Agreement (Chapter 19.02 RCW for state licensing requirements and definitions).
4. Changes to this Agreement by either party shall be communicated in writing thirty (30) days before the amendment is to take effect, unless otherwise mutually agreed.
 5. This Agreement shall remain in force unless either of the contract parties notifies the other in writing thirty (30) days before the termination is to take effect, unless otherwise mutually agreed.
 6. ESD and the District agree to comply with all laws that prohibit discrimination on the basis of race, creed, religion, color, national origin, age, families with children, sex, gender expression or identity, honorably discharged veteran or military status, marital status, sexual orientation, or non-job-related physical, sensory, or mental disabilities, or use of a trained guide dog or service animal. Inquiries regarding compliance and/or grievance procedures for ESD may be directed to ESD at its address above.